



UNIVERSITY of HAWAII at MĀNOA

OUTREACH COLLEGE

Continuing and Professional Programs

Certificate in Virtual Collaboration

This is one of the biggest workforce paradigm shifts ever. — LinkedIn (2020)

Approximately 85% of our workday is focused on collaborative tasks, and COVID has rapidly accelerated the need for completing such tasks virtually. The Certificate in Virtual Collaboration equips you with the ability to work from anywhere (WFA), which has been identified as a vital skill with the increased emphasis on remote work and collaboration. The certificate's customizable learning path allows for a tailored approach to the "new normal," including offerings focused on boosting virtual team management, facilitating remote strategic planning, advancing organizational cybersecurity, evaluating the most effective tools to collaborate remotely, and refining of Microsoft Excel skills.

Participants choose 3 of the 6 courses, which may also be taken individually. Courses are taught by highly experienced practitioners; you'll earn Professional Development Units (PDUs) recognized by the Project Management Institute (PMI®) and Professional Development Credits (PDCs) from the Society for Human Resource Management (SHRM®).

Who will Benefit?

The Certificate in Virtual Collaboration is suitable for working professionals, managers, business owners, and others looking to upskill their abilities to remotely operate and use virtual tools to collaborate.

Upcoming Electives Include

Virtual Team Management **March 1 & 3**

The Business of Cybersecurity **May 10 & 12**

Introduction to Microsoft Excel **June 6 & 7**

Collaboration & Engagement **June 14 & 16**

Intermediate Microsoft Excel **July 18 & 19**

Register Now

outreach.hawaii.edu/virtual-collaboration

Email hagal@hawaii.edu or call (808) 956-9249

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